

## **Frequently Asked Questions about: Printing WebGrants Reports**

### **How can I print out a report that I locate on WebGrants?**

To print a report, locate the report and date of the report in the Data Transfer – Report Download screen. While using Internet Explorer, you can right click on the “Display/Download” link for the report in question while on the report list page. Then you will have the option to save the report on your system or to print the report. If printing, the browser will open a print box allowing you to format the report to print in the manner you want, (landscape, portrait, what paper, etc.)

If you are using Netscape Navigator, a right click on the report gives you the option to save the file. There is not a print option but you can select the “Open Link in New Tab” option and, when opened, you can at that point use the full print features of your browser.

### **How do I format the reports to print correctly?**

The print formats are the same as those used in Legacy WebGrants. For optimal printing, use Courier New font, size 8 and set the print format to landscape.

### **Should I print the roster from the Data Transfer screen?**

No, it is better to use the Print Roster screen located in the Roster Main Menu. The report is formatted to print correctly on 8.5x11’ paper. All you need to do is to set your print setting to Landscape.

### **Can I print a customized roster?**

No, when you create a custom roster, there is not an actual file produced that can be accessed and printed. The custom rosters are on-line payment tools. The only way to print a custom roster is one page at a time.

### **When I do a page print, I only get 2 or 3 records to a page. Is there a way to get more?**

You may wish to limit the number of terms per student that appear on the roster. If you select only 1 term, then 5 students will fit onto 1 printed page. Five is the maximum number of records that will print on a single page, because that is the number that appears on the screen. The number of terms can be limited by creating a custom roster.